

Milpitas Youth Advisory Commission Bylaws

The Milpitas City Council established the Youth Advisory Commission on May 21, 1996.

Section 1. Purpose

The Milpitas Youth Commission works in an advisory capacity to the City Council on matters pertaining to youth. The Commission assists City Council in the identification and addressing of these matters.

Section 2. Membership

The Youth Advisory Commission is composed of nine (9) members and four (4) alternates. At least two (2) members shall represent the middle school grades. Any resident of Milpitas who will be in grades 7 through 12 during the next Commission term following his/her appointment will be eligible for membership.

Section 3. Term of Office and Removal

Appointments for the Youth Advisory Commission shall be made on September of each year, with all Commissioners and alternates seats being a one (1) year term. A Youth Advisory Commissioner term will start in September and end in August. Youth Advisory Commission members shall be expected to attend all regular business meetings of the Youth Advisory Commission.

Any member or alternate with three (3) or more unexcused absences in a 12-month period shall be reported to the City Council with a recommendation for removal from the Commission. The Secretary shall keep an attendance record and inform any member by letter when he/she has two (2) absences.

Section 4. Vacancies

Vacancies on the Youth Advisory Commission during a term shall be filled by one of the four (4) alternates.

Section 5. Officers

The Youth Advisory Commission shall elect from its membership a Chairperson and a Vice-Chairperson for a one (1) year term. The Chairperson shall preside at all meetings of the Youth Advisory Commission and shall appoint standing or special committees as may be necessary to carry the Youth Advisory Commission's business, and shall supervise the efficient and responsible operation of the Youth Advisory Commission. The Vice-Chairperson shall preside at Youth Advisory Commission meetings in the absence of the Chairperson, and shall assume specific leadership responsibilities as determined by the Chairperson. The Secretary shall be responsible for all communications for the Youth Advisory Commission meetings, and shall solicit and keep records of minutes of the Commission. The Treasurer shall be responsible for the record keeping of revenues and expenditures for the Youth Advisory Commission projects and activities and shall report to the Youth Advisory Commission quarterly on the accounts.

Section 6. Meetings

The Youth Advisory Commission shall hold regular monthly meetings on the second Thursday of each month at 7:00 PM, with the exception of the month of June when no meeting will be held. The Chairperson may call special meetings provided that at least three (3) days notice is given to all Youth Advisory Commission members. The Youth Advisory Commission shall publish an annual calendar indicating the regularly scheduled meetings for the entire year. This meeting schedule shall be made public no later than the third meeting of the newly appointed Youth Advisory Commission. The first meeting of each newly appointed Youth Advisory Commission shall be for orientation. The second meeting shall be an extended meeting in which issues and concerns are identified, and the plan of action for the year is developed. Meetings shall be limited to two and one half (2 ½) hours in length. Meetings may be extended past the time limit by a two-thirds majority vote.

Section 7. Quorum

A quorum is necessary for the Youth Advisory Commission meeting to be held. A majority of five (5) or 2/3 of the Youth Advisory Commission shall constitute a quorum. In the event that there is no quorum, any discussions that are held by those assembled shall be regarded as informal and non-binding.

Section 8. Voting

Voting authority is extended to nine (9) members.

Section 9. Designation of Committees

Sub-Committees shall be formed, as the Youth Advisory Commission deems needed, in relation to the work of the Youth Advisory Commission. Youth Advisory Commission members shall be expected to participate in at least one sub-committee at any given time.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Youth Advisory Commission with such information and staff assistance as the Youth Advisory Commission may request from time to time, subject to the limitations imposed by the City Council.

Section 11. Amendments

These bylaws and operating procedures may be amended by a simple majority of those voting at any legal Youth Advisory Commission meeting, subject to approval by the City Council.